

Delete a Position User Guide

User Guide Purpose:	<p>This process should be used for vacant positions that were inadvertently created and were previously used in an RPA.</p> <p>NOTES: A position that was inadvertently created and NOT previously encumbered or used in an RPA should be purged. Please see Purge a Position User Guide.</p> <p>A position that needs to be removed (i.e. due to budget constraints) should be eliminated. Please see the Eliminating a Position User Guide.</p>
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Deleting a Position

The position must be removed from the hierarchy prior to deleting.

Query and find the erroneously created position

The screenshot shows a 'Position' form with the following details:

- Name:** Account Manager.GS03.WWProm.001.003990.G
- Buttons:** ☐ Open, ☐ Under Review, ☐ Approved Future Actions
- Tabs:** Position Details (selected), Hiring Information, Work Terms, Additional Detail, Budgets
- Start Date:** 29-JUL-2012
- Date Effective Name:** Account Manager.GS03.WWProm.001.003990.G
- Type:** Single Incumbent, ☒ Permanent, ☐ Seasonal
- Organization & Job:**
 - Organization:** AWPAA
 - Job:** 1101.General Business And Industry
 - Proposed End Date:** (empty)
- Hiring Status:**
 - Status:** Active
 - Start Date:** 29-JUL-2012
 - Proposed End Date:** (empty)
- Location:** 110010001, **Status:** Valid
- Effective Dates:** From 29-JUL-2012 To (empty)
- Further Info:** (empty) [Ac]

Buttons at the bottom: Validate(Z), Occupancy, Extra Information, Reporting To, Others...

Date track to the Effective Date of the position

The 'Alter Effective Date' dialog box shows:

- Effective Date:** 29-JUL-2012
- Today's Date:** 22-AUG-2012
- Buttons:** OK, Reset, Cancel

Click in the Hiring Status field and Select 'Proposed' from the List of Values

Position: 29-JUL-2012

Name: Account Manager.GSD3.WWProm.001.003990.G

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date: 29-JUL-2012

Date Effective Name: Account Manager.GSD3.WWProm.001.003990.G

Type: Single Incumbent ☒ Permanent ☐ Seasonal

Organization & Job

Organization: AWPAA

Job: 1101.General Business And Industry

Proposed End Date:

Hiring Status

Status: Active Start Date: 29-JUL-2012 Proposed End Date:

Location

Effective Dates From: Find %

Availability Status

Active

Proposed

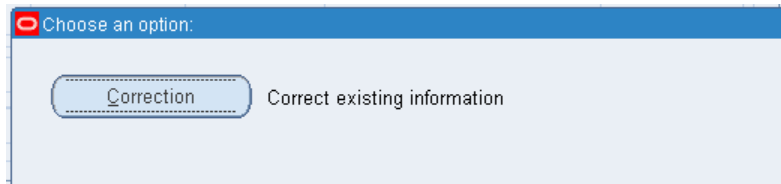
Validate(Z)

Status: Valid

Further Info: [Ac]

Reporting To: Others...

Click on the 'Correction' button.

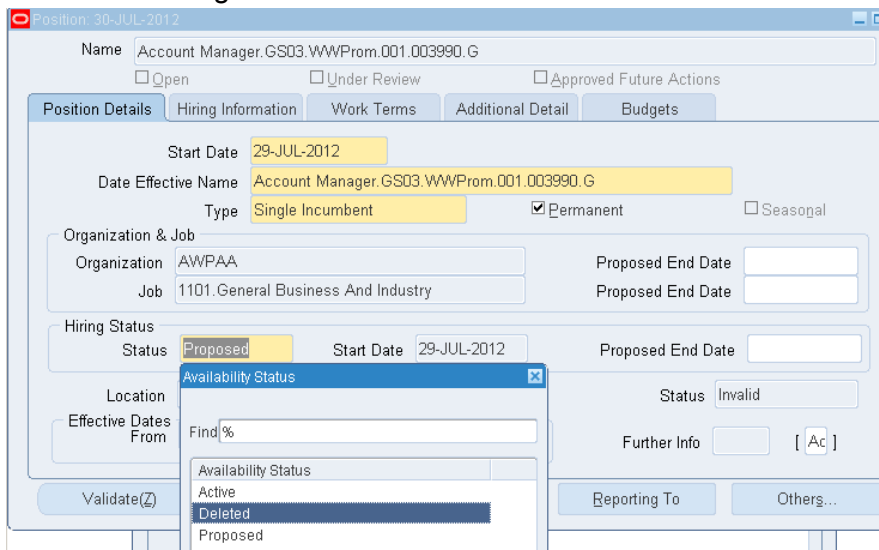


Click "Save"  icon.

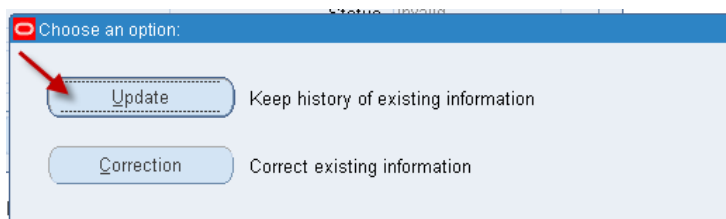
Now date track to the following date. In this case, July 30, 2012




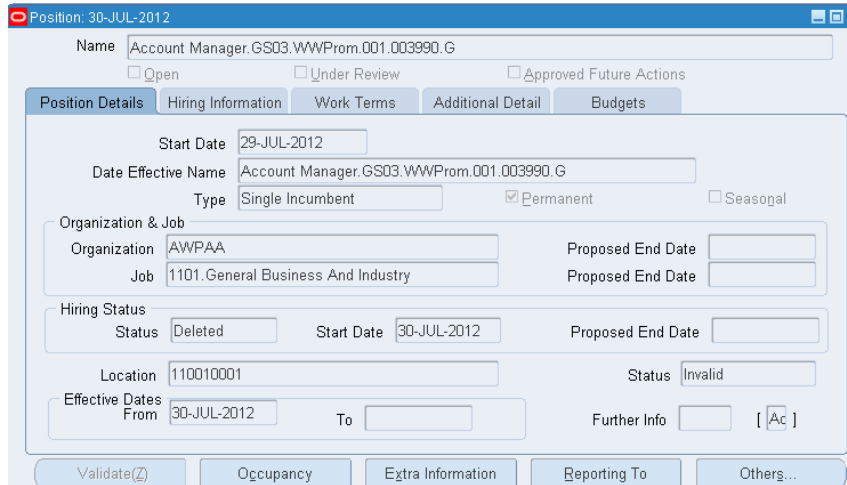
Click in the Hiring Status Field and select 'Deleted' from the List of Values



Click on the 'Update' button.



Click “**Save**”  icon. The Position’s Hiring Status is now in a ‘Deleted’ status



Position: 30-JUL-2012

Name: Account Manager.GS03.WWProm.001.003990.G

☐ Open ☐ Under Review ☐ Approved Future Actions

Position Details Hiring Information Work Terms Additional Detail Budgets

Start Date: 29-JUL-2012

Date Effective Name: Account Manager.GS03.WWProm.001.003990.G

Type: Single Incumbent ☒ Permanent ☐ Seasonal

Organization & Job

Organization: AWPAA Proposed End Date:

Job: 1101.General Business And Industry Proposed End Date:

Hiring Status

Status: Deleted Start Date: 30-JUL-2012 Proposed End Date:

Location: 110010001 Status: Invalid

Effective Dates

From: 30-JUL-2012 To: Further Info: [Ac]

Validate(Z) Occupancy Extra Information Reporting To Others...

In the lower left-hand corner, you will see a message to confirm the transaction has completed.

FRM-40400: Transaction complete: 1 records applied and saved.